

25 January 1993

Information Management: Records Management

HQ, TRADOC EMERGENCY OPERATING RECORDS

Summary. This regulation provides policy and procedures for the Headquarters, U.S. Army Training and Doctrine Command (HQ, TRADOC) Emergency Operating Records (EOR) Program established by TRADOC-General War Plan (GWP) (U), annex K (Information systems), appendix 6 (Emergency Operating Records).

Applicability. This regulation applies to the chiefs of general and special staff offices of HQ, TRADOC and to

commanders of designated HQ, TRADOC alternate headquarters.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Information Management (DCSIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-SS, Fort Monroe, VA 23651-5000.

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Summary of changes:

- Changed all references to duplicate emergency files (DEF) to emergency operating records (EOR).
- Changed all references to TRADOC COOP and TMOPS to TRADOC-GWP.
- Assigned responsibility for evaluation of the EOR program during exercises to Operations Directorate, Office of the Chief of Staff, HQ, TRADOC vice DCST (and subsequently DCSBOS) (para 1-4c).
- Requires establishment of EOR repository in the alternate site EOC (para 1-4d(1)).
- Requires the staff mobilization officer at the alternate site to centrally maintain the EOR in the EOC (para 1-4d(2)).
- Changed filing procedures for DA Forms 4573 by alternate site designated staff mobilization officers and installation DOIM (paras 3-5b, 3-5c, and 3-5d).
- Added required and related publications, and required file numbers to appendix A.
- Added procedures for changing material throughout and new appendix C.
- Revised staff office codes to reflect the current HQ TRADOC general and special staff offices (app G).
- Identified other new or revised information by an asterisk preceding the number of the changed paragraph, chapter, or appendix.

*This regulation supersedes TRADOC Reg 25-52, 28 August 89.

Chapter 1

Introduction

1-1. Purpose. This regulation provides policy and procedures for the selection and protection of emergency operating records required by TRADOC-GWP, annex K. It establishes a HQ, TRADOC EOR program to ensure the survivability of the vital records required for essential operations under a national emergency or natural disaster. The objectives are to create and maintain copies of current operating files at designated alternate sites to support emergency actions and functions of HQ, TRADOC; to ensure enough documents are available at the alternate sites to plan for and reconstitute HQ, TRADOC, if required; and standardize the procedures for vital records selection, maintenance, transaction, receipt, storage, accountability, filing, and inventory. Procedures are in chapters 2 and 3.

1-2. References. Required and related publications, and required file numbers are shown in appendix A.

1-3. Explanation of abbreviations and terms. The glossary contains explanation of abbreviations and special terms used in this regulation.

1-4. Responsibilities.

a. Chiefs of general and special staff offices, HQ, TRADOC, will—

- (1) Select EOR pertaining to their office (see chap 2).
- (2) Supervise the EOR mission that pertains to their office.
- (3) Require their mobilization officer or officer responsible for war and contingency planning to coordinate the selection of EOR for HQ, TRADOC alternate sites G and H. Provide the name and telephone number of the mobilization officer or officer responsible for war and contingency planning to DCSIM, ATTN: ATIM-SS. Notify DCSIM when changes occur.
- (4) Ensure the mobilization officer or officer responsible for war and contingency planning are familiar with the EOR program, the EOR selection process at paragraph 2-2, and their responsibilities in support of the program.

b. Deputy Chief of Staff for Information Management, HQ, TRADOC will—

- (1) Exercise staff supervision over the EOR program.
- (2) Compile and maintain the HQ, TRADOC EOR master inventory.
- (3) Evaluate each alternate headquarters.
- (4) Maintain a current list of HQ, TRADOC staff EOR project officers.
- (5) Assign and distribute HQ, TRADOC staff office codes.

*(6) Require a semiannual inventory of records at alternate sites.

c. The Director of Operations, Office of the Chief of Staff, HQ, TRADOC, will ensure evaluation of the EOR program during exercises.

*d. Installation commanders of designated HQ, TRADOC alternate sites G and H will—

(1) Establish a repository for the emergency operating records in the Emergency Operations Center (EOC).

(2) Require the staff mobilization officers or officials responsible for war and contingency planning, with appropriate security clearance, to maintain accountability (filing, destruction, etc.) of the EOR in the EOC.

(3) Ensure the staff mobilization officers or officials responsible for war and contingency planning are fully knowledgeable of HQ, TRADOC's operational and contingency missions, and the material in their respective repository.

e. The DOIM at alternate sites G and H will—

(1) Exercise technical supervision over the EOR at their site.

(2) Ensure staff mobilization officers or officials responsible for war and contingency planning are identified within the staff at the alternate sites to receive and maintain the EOR in the EOC.

(3) Maintain a list of the staff mobilization officers or designated staff officers to include a primary and an alternate, with telephone numbers. Update the list as often as required.

(4) Forward EOR to the staff mobilization officer or designated staff representative (e.g., DEH for DCSBOS, Engineer Directorate; DOIM for DCSIM; DPTM for DCST). Those offices would assume HQ, TRADOC's role in the event a national emergency or natural disaster caused HQ, TRADOC to reconstitute at an alternate site.

f. Staff mobilization officers or designated staff representatives at the alternate sites G and H will receive, review, inventory, and take the necessary administrative action to maintain EOR as prescribed by this regulation in the EOC; and ensure the protection and relocation of the EOR, if necessary.

Chapter 2

Files Selection and Maintenance Procedures

2-1. General.

a. EOR consists of copies of reference and record material, in any form, prepositioned and maintained at HQ, TRADOC alternate sites to—

(1) Ensure the capability of commanders of the designated alternates sites to assume and perform HQ, TRADOC minimum essential missions and functions under conditions of national emergency or natural disaster.

(2) Plan for and reconstitute HQ, TRADOC once a situation stabilizes.

b. EOR may include, but is not limited to—

- (1) Operational, mobilization, and contingency plans.

- (2) Emergency action procedures.
- (3) Instruction and reference documents, to include designated historical reference documents.
- (4) Mission and policy statements.
- (5) Standing operating procedures (SOP) for critical functions.
- (6) Directives.
- (7) Messages.
- (8) Microforms.
- (9) Prepositioned contingency messages.
- (10) Automatic data processing (ADP) files and documentation.
- (11) Supporting material such as briefings, charts, and slides.
- (12) Maps.
- (13) Blueprints.
- (14) Charts.
- (15) U.S. classified material.

2-2. Essential general war functions.

a. Essential general war functions are listed in TRADOC-GWP.

b. The responsibility for the performance of these functions could fall to any of the designated alternate headquarters; therefore, EOR must be sufficient to support these functions. Carefully select EOR covering legal, regulatory, and procedural aspects and provide the current data needed for each activity to perform its functions under emergency conditions and send to the alternate sites. A detailed approach to the selection process will ensure that EOR completely support the requirements.

2-3. EOR selection and maintenance.

a. The selection and maintenance of EOR consist of the following steps:

- (1) Realign staff office tasks from peacetime to war-time or emergency conditions.
- (2) Review specific wartime or emergency tasks, as identified on DA Form 4541 (Essential General War Function Statement), and perform initial selection of supporting material.
- (3) Review plans and make final selection of EOR.
- (4) Conduct a periodic review of EOR.
- (5) Change, replace, add, or delete EOR.

b. Before selecting EOR for the alternate sites, each HQ, TRADOC staff mobilization officer or designated representative will —

(1) Determine the required functions to support HQ, TRADOC during national emergency or natural disaster. Many of the management, planning, and policy making functions currently performed by the HQ, TRADOC staff will be suspended because of higher priority activities.

Information and resources required to continue these functions will not be available. During emergencies, some functions are abolished or delayed until the situation becomes stable. New functions may also be needed. Balance the functions necessary to support HQ, TRADOC general war or emergency functions against the personnel and facilities available to accomplish the tasks.

(2) Review and analyze current peacetime functions to determine -

(a) Suspension or curtailment of functions with out adversely affecting the general effort.

(b) Expansion of functions.

(c) New functions.

(3) Review essential general war function statements and initial selection of EOR to determine—

(a) Requirements for specific detailed actions supporting each continuing function documented in the TRADOC-GWP. Staff officers must keep in mind that these actions may be performed under emergency conditions, at a designated alternate location, and by an individual who may be unfamiliar with the duties.

(b) If each emergency action is described in enough detail to provide specific guidance and instructions on actions to be performed; desired result of the actions; agencies with whom coordination is required; background and reference material providing additional understanding; documents containing authority for actions, documents, reports, or other sources of current data affecting the action or decision.

(4) Ensure selected EOR include references, authorities, data, and support materials (e.g., charts, briefings, slides, logs, ledgers) needed at the alternate sites to assume work immediately. The EOR are used during the trans-attack (T-A) and post-attack immediate (P-A(I)) phases of either GWP condition ALPHA or BRAVO. Select EOR such as—

(a) Mission and function statements.

(b) Emergency operations and mobilization plans. Also select plans issued by another agency, if pertinent to functions.

(c) Directives and regulations pertinent to functions.

(d) Listings of points of contact, installations of interest, telephone numbers, message addresses, etc. Also include alternate points of contact, if any.

(e) SOPs for essential functions only.

(f) Maps, if overprinted with staff office information.

(g) ADP files and documentation pertinent to staff office functions. Ensure the alternate sites have the capability to read such files or documents (e.g., fiche readers, microfilm readers, tape drives, controllers and printers, etc.)

c. Staff officers may not have the necessary documents to use during the GWP phases T-A and P-A(I) as EOR. This situation would occur if you do not have essential general war functions during these phases. However, you

must consider the post-attack long-term (P-A(LT)) phase of the GWP. Documents used during this phase may overlap with those documents used during the P-A(I); therefore, consider both post-attack phases when selecting documents for reconstitution purposes. Do not consider—

- (1) General purpose maps.
- (2) Local or DOD telephone directories.
- (3) Staff directories showing names and telephone numbers.
- (4) Army publication libraries. Send only publications specifically needed for your functions.

*d. EOR selection is a continuing process. Change, replace, add, or delete EOR to keep data current. Procedures for forwarding, receipt, control, and destruction of EOR are in appendix B.

Chapter 3

Transaction Procedures, Receipt, Storage, Accountability, Filing, and Inventory

3-1. General. Store and maintain EOR at the alternate sites in the EOC. Designated staff mobilization officers are responsible for assuming a function (DCSIM, DCSBOS, DCST, etc.) in the event a national emergency or natural disaster requires the reconstitution of HQ, TRADOC.

3-2. Transaction procedures.

a. Use DA Form 4573 (Document Control and Destruction Certificate) for all transactions (A computer generated control document may also be used providing all required information for each type of transaction is shown). Prepare a separate form for each transaction, and for each alternate site. DA Forms 4573 are available through normal publications and blank forms channels.

b. Appendix B describes the preparation in detail. Appendixes C, D, E, and F provide specific guidance for each type of transaction. Staff office code numbers are shown in appendix G. Refer to appendix H for use of unclassified short titles.

c. When the selected EOR are ready for shipment, deliver them to DCSIM, ATTN: ATIM-SS, building 100. DCSIM will annotate the inventory and mail the EOR to the DOIM at the alternate sites.

3-3. Receipt.

*a. On receipt of EOR or DA Forms 4573 with transaction codes C or D at the alternate sites, the installation DOIM will take action to—

- (1) Check the information on DA Form 4573 to ensure the information properly identifies the record for destruction or change. Also check item 1i for proper transaction code.
- (2) Check the control number for duplication.
- (3) Complete item 11 of DA Form 4573.
- (4) Return the original copy of DA Form 4573 to

Commander, TRADOC, ATTN: ATIM-SS, Fort Monroe, VA 23651-5000.

* (5) Deliver the EOR or DA Forms 4573 (for deletion or change) to the designated staff mobilization officer.

* (6) Obtain a receipt for the EOR on the reverse of one copy of DA Form 4573 (not the card copy). Retain this copy and in cases of deletion, retrieve the card copy from the designated staff office for your file. File the form in accordance with paragraph 3-5c below.

b. The designated staff mobilization officer(s) at the alternate sites will store and file the EOR in accordance with paragraphs 3-4 and 3-5b below.

3-4. Storage. Store EOR in a security container in accordance with AR 380-5, chapter V, paragraph 5-102.

3-5. Accountability and filing of EOR and DA Forms 4573.

a. DA Form 4573—

- (1) Provides accountability of all EOR between the originating staff office and the alternate sites.
- (2) Serves as a record of destruction for destroyed EOR at the alternate sites.
- (3) Is the control document for EOR transactions.
- (4) Identifies EOR at the alternate headquarters. It must not contain classified or FOR OFFICIAL USE ONLY information.

(5) Provides signature accountability for documents issued to individuals on a temporary basis.

*b. The designated staff mobilization officer at the alternate sites will file EOR with the DA Forms 4573 on the document, in control number sequence. Refer to appendix A, section III for file numbers.

*c. The DOIM at the alternate sites will file DA Forms 4573 as follows. Refer to appendix A, section III for file numbers.

(1) Active file. This file contains a copy of each DA Form 4573 that is an active document at the designated staff offices at the alternate sites.

(2) Inactive file. This file contains the card copy of each DA Form 4573 with transaction code R (replaced) and D (deleted) after the replaced or deleted document has been destroyed in the designated staff offices at the alternate sites.

*d. HQ, TRADOC DCSIM will file DA Forms 4573 as follows. Refer to appendix A, section III for file numbers.

(1) Active file. This file contains the signed original (receipt acknowledged in item 11) of each DA Form 4573 that is an active document at the alternate sites.

(2) Inactive file. This file contains the signed original (receipt acknowledged in item 11) of each DA Form 4573 with transaction code R (replaced) and D (deleted).

*3-6. EOR semiannual inventory (RCS ATIM-28).

a. HQ, TRADOC DCSIM will send an EOR master

inventory to the installation DOIM at the alternate sites for mandatory inventory as of 31 May and 30 November each year.

b. The installation DOIM at the alternate sites will require a physical inventory of documents on file in the EOC. Discrepancies will be reported to Commander, TRADOC, ATTN: ATIM-SS, Fort Monroe, VA 23651-5000.

Appendix A References

Section I Required publications

General War Plan (GWP)

Army Mobilization and Operations Planning and Execution System (AMOPES)

Army survival, Recovery, and Reconstitution System (ASRRS) (Annex S)

AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

AR 380-5

Department of the Army Information Security Program

Section II Related publications

AR 25-1

The Army Information Resources Management Program

AR 340-26

Duplicate Emergency Files Program

Section III Required file numbers

25-52a

Emergency operating files

Authority: NA

Vital records required for essential operations under a national emergency or natural disaster. Documents consist of copies of reference and record material, in any form, prepositioned and maintained at HQ TRADOC designated alternate sites.

Disposition

Destroy upon notification and receipt of DA Form 4573 from HQ, TRADOC initiating office.

25-52b

EOR control files

Authority: NA

Documents used in forwarding, receipt, control, and destruction of emergency operating records. Included are copies of DA Forms 4573 (Document Control and Destruction Certificate), inventories, mail receipts, and other related documents.

Disposition

HQ, TRADOC originating office: Destroy after 30 days.

HQ, TRADOC DCSIM and alternate site control office:

DA Forms 4573:

Destroy 2 years after deletion or replacement of material.

Inventories:

Destroy 2 years after next physical inventory is verified.

Other related documents: Destroy when no longer needed for current operations.

Alternate site designated staff office: Forward 5th copy (card) of DA Form 4573 to alternate site control office for retention after destruction of replaced or deleted document.

Appendix B Document Control and Destruction Certificate (DA Form 4573)

***B-1. Preparation.** Designated staff mobilization officers, HQ, TRADOC will complete items 1 through 7 of DA Form 4573, as follows. A sample is at figure B-1. See appendixes C, D, E, and F for specific transactions (changing, replacement, adding, or deleting EOR).

a. Items 1a through 1i contain unclassified EOR control and identification data. Construct the control number (items 1a through 1d) as follows:

(1) The first character (item 1a) is alphabetic; it identifies the alternate headquarters where the EOR are located. Code letters for HQ, TRADOC alternate sites are G and H.

(2) The second and third characters (item 1b) are numeric. These double numbers identify the HQ, TRADOC staff office responsible for selection of EOR for the alternate sites. Appendix G lists the HQ, TRADOC staff office codes.

(3) The fourth and fifth characters (item 1b) are alphabetic. These characters reflect the EOR of internal directorates, divisions, or branches within the staff office. The preparer of the DA Form 4573 develops this set of characters.

(4) The 6th through 10th characters (item 1c) are numeric, sequentially assigned, to identify a specific EOR. Only one item from any staff office is assigned a number; that is, copies number 1 and 2 on file in the same alternate site will bear different control numbers. Identical EOR filed at each alternate headquarters will bear the same control number; however, item 1a will reflect the proper letter for the alternate site (e.g., copies of a document at alternate sites G and H will bear the same control number except for the first letter, i.e., G 08IM 00001 and H 08IM 00001).

(5) Enter zeros as the 11th and 12th characters (item 1d).

b. Item 1e is alphabetic. Use one of the following letters to show the classification or protective marking of the EOR:

S - SECRET

C - CONFIDENTIAL

O - FOR OFFICIAL USE ONLY

U - UNCLASSIFIED

c. Item 1f (characters 14 through 16) are numeric. Enter document copy number, if any.

(1) Enter zeros to the left of copy number if number is less than three digits.

(2) Enter three zeros if document is unnumbered.

(3) Enter three zeros if copy number include alpha characters or are in excess of three digits. Enter the copy number in item 1h following title, space permitting. If there is insufficient space following title in item 1h, enter the copy number in item 4, remarks.

d. Item 1g (characters 17 through 22) are numeric. Enter a six-digit number to show the date of the basic EOR. Enter year, month, and day. For example, show 30 September 1989 as 890930. Do not use Julian dates.

e. Item 1h (characters 23 through 64) are both alphabetic and numeric. Enter an unclassified short title of the EOR. Do not exceed 42 characters and spaces. See appendix H for procedures on how to prepare short titles.

*f. Item 1i (character SO) is alphabetic. Enter one of the following letters to show the type of transaction:

C - Change EOR (on file at alternate sites).

R - Replace EOR (supersedes a document already on file at the alternate sites).

A - Add EOR (new record for file at the alternate sites).

D - Delete EOR (destroy record at the alternate sites).

g. Item 2. Place an X in the appropriate box to show whether items are documentation or magnetic tapes.

h. Item 3. Place an "X" in the appropriate box to show whether EOR with a "D" in item 1i is to be destroyed at the alternate sites or returned.

i. Item 4. Use to provide remarks. Put identification number of ADP tapes in this space.

j. Item 5. Enter mailing address of the HQ, TRADOC staff office sending EOR.

k. Item 6. Place an X in the box for each alternate site to which the EOR is being sent. Mark box(es) G and/or H.

*l. Item 7. Enter control number of replaced EOR when control numbers differ. Otherwise enter date of replaced EOR.

m. Item 8. HQ, TRADOC DCSIM will enter the date by year, month, and day.

n. Item 9. HQ, TRADOC DCSIM will make entry when the EOR is sent via accountable mail.

*o. Item 10. See paragraph F-5c.

p. Item 11. See paragraph 3-3a(3) and (4).

q. Items 12 and 13. See paragraph F-5c.

B-2. Use reverse of DA Form 4573, 5th copy (card stock) for temporary loan of EOR (see fig B-2.)

B-3. Distribution. Distribute or retain the DA Form 4573 (six-part form) as follows:

*a. HQ, TRADOC originating staff office retains 1st copy (not original) as a suspense copy for 30 days. Refer to appendix A, section III for file number.

b. HQ, TRADOC DCSIM retains 2d copy as suspense copy until signed original is returned from alternate site.

*c. The DOIM at the alternate sites returns original with signature in item 11 to Commander, TRADOC, ATTN: ATIM-SS, Fort Monroe, VA 23651-5000, to serve as the receipt copy, and retains 3d copy for file in accordance with paragraph 3-5c, above.

*d. The designated staff mobilization officers at the alternate sites files the 4th and 5th copies in accordance with paragraph 3-5b, above.

B-4. Disposition of EOR. Upon destruction of material at the alternate sites, do the following:

a. Remove the card copy of DA Form 4573. Place an "X" in the destroyed block of item 10. The person making destruction will complete item 12. If the EOR being destroyed is SECRET, a witness must complete item 13.

*b. Send the card to the installation DOIM for retention in accordance with paragraph 3-5c, above.

*Appendix C Changing EOR (transaction C)

C-1. Use transaction code C to change or make corrections to EOR at alternate sites (see fig C-1).

C-2. The staff mobilization officer, HQ, TRADOC will complete DA Form 4573 as follows:

a. Complete items 1 through 6. Make changes where applicable. Type the new information in the appropriate blocks on the DA Form 4573. Type the unchanged items the same as on the previous DA Form 4573.

b. Item 4. Describe what changes or corrections are being made.

C-3. Deliver the completed DA Form 4573 to DCSIM, ATTN: ATIM-SS, building 100. DCSIM will update the EOR master inventory and mail the form to the DOIM at the alternate sites.

C-4. The installation DOIM at the alternate sites will process the DA Form 4573 as outlined in paragraph 3-3, above, and file the DA Forms 4573 as outlined in paragraph 3-5c, above.

C-5. The designated staff mobilization officers at the alternate sites will-

a. Remove the EOR to be changed from file. Check the document and items 1a through 1h of the DA Form 4573 filed with the document and the new DA Form 4573 that indicates transaction code C. Make the changes or corrections to the EOR.

b. Place the new DA Form 4573 with transaction code C on top of the previous DA Form 4573, 5th copy (card stock), staple the two together, then place them back in the file in accordance with paragraph 3-5b, above.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65																																																																					
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4. REMARKS																																																																					
5. FROM HQ TRADOC (XXXX-XXX) FT MONROE, VA 23651-5000																																																																					
6. COPY SENT TO: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J																																																																					
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11. DATE 890809										NAME AND GRADE OR TITLE OF RECIPIENT JOHN DOE, DAC																				SIGNATURE s/John Doe																																							
12. DATE 900801										NAME OF PERSON MAKING DESTRUCTION JOHN DOE, DAC																				SIGNATURE s/John Doe																																							
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DA FORM 4573, MAR 82 EDITION OF NOV 76 IS OBSOLETE DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE (AR 340-26) ALTERNATE SITE DESIGNATED STAFF OFFICE (File with document) 4TH COPY																																																																					
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Figure B-1. DA Form 4573 (Document Control and Destruction Certificate)

DOCUMENT CHARGE OUT/RECEIPT RECORD		
DATE OUT/IN	NAME AND GRADE OF RECIPIENT	SIGNATURE
891017	JOHN SMITH, CAP, GS	John Smith 891024

Figure B-2. Reverse of card copy, DA form 4573

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65					
G 08IM 00002 00 S 001 890801 SHORT TITLE (SEE APPENDIX H) C					
1. DOCUMENT CONTROL NO. 08IM 00002 00 S 001 890801					
2. <input type="checkbox"/> DOCUMENTATION <input type="checkbox"/> TAPES 3. REPLACED DOCUMENT IS TO BE: <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED					
4. REMARKS Change Trans Act Code A on DA Form 4573 to "R"					
5. FROM HQ TRADOC (XXXX-XXX) FT MONROE, VA 23651-5000					
6. COPY SENT TO: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J					
7. REPLACES DOCUMENT 8. DATE DISPATCHED 9. REGISTER NO. 890801					
10. DOCUMENT HAS BEEN: <input type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED <input type="checkbox"/> ASSIGNED THIS NEW CONTROL NO.:					
11. DATE		NAME AND GRADE OR TITLE OF RECIPIENT		SIGNATURE	
12. DATE		NAME OF PERSON MAKING DESTRUCTION		SIGNATURE	
13. DATE		NAME OF WITNESS		SIGNATURE	
DA FORM 4573, MAR 82 EDITION OF NOV 76 IS OBSOLETE DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE (AR 240-24)					

Figure C-1. Changing EOR.

Appendix D

Replacement of EOR (transaction R)

D-1. Use transaction code R to—

- Forward current EOR to replace obsolete EOR on file at the alternate sites (see fig D-1).
- Replace EOR on file at the alternate sites with different EOR (see fig D-2).

D-2. The staff mobilization officer, HQ, TRADOC will prepare DA Form 4573 as follows:

- Do not change items 1a, 1b, 1c, and 1d at any time.
- Item 1e. Enter the highest classification of the total EOR to remain on file upon completion of the transaction.
- Item 1f. Enter the copy number of the basic EOR remaining on file upon completion of the transaction.
- Item 1g. Enter the date of the basic EOR remaining on file upon completion of the transaction.
- Item 1h. Enter the unclassified or short titles of the basic EOR remaining on file upon completion of the transaction.
- Item 1i. Enter transaction code R.
- Items 2 through 7. Complete as outlined in appendix B.

D-3. Deliver the EOR to DCSIM, ATTN: ATIM-SS,

building 100. DCSIM will update the EOR master inventory and mail the EOR to the DOIM at the alternate sites.

D-4. The DOIM at the alternate sites will process the EOR as outlined in paragraph 3-3, and file the DA Forms 4573 as outlined in paragraph 3-5c, above.

D-5. The designated staff mobilization officers at the alternate sites will—

- Remove the replaced EOR from file and check instructions in items 1i, 3 and 7 of the DA Form 4573 forwarding the new EOR.
- Remove the card copy of the DA Form 4573 from the replaced document and complete the destruction certificate in item 11.
- Destroy EOR and the remaining copies of DA Form 4573 in accordance with applicable security regulations.
- Complete items 10 and 12 for destroyed UNCLASSIFIED, FOR OFFICIAL USE ONLY, and CONFIDENTIAL EOR. Complete items 10, 12 and 13 for destroyed SECRET EOR.
- Send the card copy of the DA Form 4573 from the replaced EOR with the destruction certificate completed in item 11 to the installation DOIM for retention in accordance with paragraph 3-5c, above.
- File the new EOR as prescribed in paragraphs 3-4 and 3-5b, above.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65									
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DA FORM 4573, MAR 82 EDITION OF NOV 76 IS OBSOLETE DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE (AN 340-20)									

Figure D-1. Replacing obsolete EOR.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65										
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12. DATE	NAME OF PERSON MAKING DESTRUCTION								SIGNATURE	
13. DATE	NAME OF WITNESS								SIGNATURE	

DA FORM 4573, MAR 82 EDITION OF NOV 76 IS OBSOLETE DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE (AR 240-26)

REQUIREMENT CONTROL SYMBOL AG-369 (R11)

Figure D-2. Replacing EOR with different EOR.

Appendix E

Adding New EOR (transaction A)

E-1. Use transaction code A to—

- Add new EOR to files (see fig E-1).
- Replace EOR with new EOR, using a new number, while deleting the old number (see fig E-2).

E-2. The staff mobilization officer, HQ, TRADOC will complete DA Form 4573 as follows:

- Items 1a through 1h. Enter the control number, classification, date, and title of the EOR, constructed in accordance with appendix B.
- Item 1i. Enter transaction code A.
- Item 2. Place an "X" in the appropriate box for documentation or magnetic tapes.
- Item 3. Place an "X" in the appropriate box for disposition instructions for replaced EOR.
- Items 4 through 7. Complete as appropriate, as outlined in appendix B.

E-3. Deliver the material to DCSIM, ATTN: ATIM-SS, building 100. DCSIM will update the EOR master inventory and mail the EOR to the DOIM at the alternate sites.

E-4. The DOIM and the designated staff mobilization officers at the alternate sites will comply with paragraphs 3-3, 3-4, and 3-5, above, as appropriate.

Appendix F

Deleting EOR (transaction D)

F-1. Use transaction code D to delete EOR at the alternate sites.

F-2. The staff mobilization officer, HQ, TRADOC will complete DA Form 4573 (see fig F-1) as follows:

- Do not change items 1a through 1h. Enter the same information as it appears on the DA Form 4573 for EOR on file at the alternate sites.
- Put transaction code "D" in item 1i.
- Item 3. Put an "X" in the destroyed box.
- Items 4, 5, and 6. Complete as shown in figure F-1.

F-3. Deliver the completed DA Form 4573 to DCSIM, ATTN: ATIM-SS, building 100. DCSIM will update the EOR master inventory and mail the form to the DOIM at the alternate sites.

F-4. The installation DOIM at the alternate sites will process the DA Form 4573 as outlined in paragraph 3-3, above, and file the DA Forms 4573 as outlined in paragraph 3-5c, above.

F-5. The designated staff mobilization officers at the alternate sites will—

- Remove the EOR to be deleted from file. Check instructions items 1a through 1h of DA Form 4573 filed with the document. Compare the same items on the new DA Form 4573 which indicates transaction code D.
- Destroy EOR in accordance with applicable security regulations.
- Complete items 10 and 12 for destroyed UNCLASSIFIED, FOR OFFICIAL USE ONLY, and CONFIDENTIAL, EOR. Complete items 10, 12 and 13 for destroyed SECRET EOR.

- Complete the destruction certificate in item 12. Send the card copy to the installation DOIM for retention in accordance with paragraph 3-5c, above.

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REQUIREMENT CONTROL SYMBOL AG-569 (R11)

Figure E-1. Adding new EOR.

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REQUIREMENT CONTROL SYMBOL AG-569 (R11)

Figure E-2. Adding EOR with new number while deleting old number.

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Figure F-1. Deleting EOR.

***Appendix G
Staff Office Codes**

Deputy Chief of Staff for Training	01
Deputy Chief of Staff for Combat Developments	02
Deputy Chief of Staff for Doctrine	03
Deputy Chief of Staff for Base Operations Support (includes previous codes 06, 07, 10, 12, and 14)	04
Deputy Chief of Staff for Resource Management	05
Deputy Chief of Staff for Information Management	08
Chief of Public Affairs	09
Staff Judge Advocate	11
Inspector General (No longer a participant in this program. Destroy all code 13 documents)	
Command Historian	15
Deputy Chief of Staff for Analysis	16

**Appendix H
Preparation of Short Titles**

H-1. Develop short titles to identify EOR at the alternate sites. Put short titles in item 1h of DA Form 4573. Follow procedures in paragraph H-2 below.

H-2. Procedures.

- a. Use unclassified information in short titles.
- b. Do not exceed 42 characters, including spaces and punctuation for titles.
- c. Shorten titles when they exceed 42 characters.

Examples:

- (1) Eliminate all punctuation.
- (2) Use abbreviations for headquarters and staff office designations and omit the letters U.S. from the title. Commander in Chief, U.S. Army Europe is abbreviated CINCAREUR; U.S. Army is abbreviated AR; U.S. Navy is abbreviated N; U.S. Air Force is abbreviated AF; the Department of the Army is abbreviated DA.
- (3) Eliminate articles, conjunctions, and prepositions.
- (4) Abbreviate annex (ANX), appendix (APP), section (SEC), and operations plan (OPLAN).
- (5) Abbreviate all words by using only the letters up to and including the first consonant after the first vowel. Use the first letter of each word only as shown in (2) above, or to make a classified title unclassified.

**Glossary
Section I
Abbreviations**

ADP	automatic data processing
AMOPES	Army Mobilization and Operations Planning and Execution System
ASRRS	Army Survival, Recovery, and Reconstitution System
CONUS	continental United States
DA	Department of the Army
DCSBOS	Deputy Chief of Staff for Base Operations Support
DCSIM	Deputy Chief of Staff for Information Management

DOIM	Director of Information Management
EOC	Emergency Operation Center
EOR	emergency operating records
GWP	General War Plan
HQ TRADOC	Headquarters, U.S. Army Training and Doctrine Command
P-A	post-attack (GWP phase)
P-A(I)	post-attack immediate phase (GWP phase)
P-A(LT)	post-attack long-term phase (GWP phase)
SOP	standing operating procedure
T-A	trans-attack phase (GWP phase)

Section II

Terms

Alternate headquarters (sites)

An existing headquarters of a component or subordinate command which is predesignated to assume the responsibilities and functions of another headquarters under prescribed emergency conditions.

Condition alpha

The HQ, TRADOC posture resulting from a surprise nuclear attack on the CONUS which destroys the seat of Government and key HQ, TRADOC personnel. Planning for this condition is based on use of an alternate command element or predesignated alternate headquarters to provide continuity of operations.

Condition bravo

The HQ, TRADOC posture resulting from a nuclear attack on the CONUS preceded by sufficient warning, that permits selected HQ, TRADOC personnel to relocate prior to an attack. Continuity planning is based on selected personnel moving to and working from predesignated emergency relocation sites.

Continuity of operations

Continuous functions, tasks, or duties needed to accomplish a military action or mission in carrying out the national military strategy. It includes the functions and duties of the commander and his or her staff.

Continuity of operations phases

This information is an extract from the HQDA COOP to provide users of this regulation an understanding of the required actions during GWP phases. Documentation for support of these actions is an integral part of the EOR program.

a. Trans-attack period. The time from initial attack, commenced by either condition alpha or bravo, until civil defense personnel decide that radiation levels permit leaving shelters. Functions during this period would include—

- (1) Restoring essential communications.
- (2) Reestablishing line of authority.
- (3) Conducting military operations and logistical support.

- (4) Maintaining or restoring law and order support.
- (5) Supporting civil defense.
- (6) Assessing residual capabilities.
- (7) Determining additional attacks of the CONUS.

b. Post-attack period. The time when damage to facilities and personnel require augmentation or reconstitution of necessary headquarters and staffs to continue essential functions and perform those of the post-attack period. The post-attack period has two phases:

(1) Post-attack immediate phase. Actions relating to recovery, including—

- (a) Continuing survival activities and military operations.
- (b) Mobilizing military and civilian resources.
- (c) Restoring essential communications and transportation.
- (d) Limiting procurement and production of essential items.

(2) Post-attack long term phase. Activities related mainly to rehabilitation, restoration, and reconstruction from remaining resources. Many functions and the personnel of organizations to perform them which are nonessential in the T-A and the P-A(I) phases become essential during this phase.

General War Plan

A plan that ensures essential HQ, TRADOC functions can continue in any national emergency. Included in this planning are the following:

- a. Planning to provide continuity of operations.
- b. Determining which functions are essential to the operations.
- c. Programming and funding of readiness testing.
- d. Announcing common doctrine of continuity of operations within demands.

*Emergency operating records

Essential directives, instructions, programs, plans, emergency action procedures, and other documents required to perform essential functions in a national emergency or natural disaster situation. They are kept at a designated alternate headquarters. They are the vital records needed during the trans-attack (T-A) period and post attack immediate (P-A(I)) and post-attack long-term P-A(LT) phases.

*Emergency operating records master inventory

A master listing of all emergency operating records at the alternate sites.

Emergency relocation site

A site outside a prime target area where all or portions of a civilian or military headquarters may be moved. It may be inactive or on a standby basis and may, as a minimum, be manned to provide for the support of the facility, communications, and data base. It should be capable of—

- a. Rapid activation.
- b. Supporting the initial needs of the relocated headquarters for a predetermined period.
- c. Expansion to meet wartime requirements of the relocated headquarters.

Essential functions

Functions necessary to carry out needed operations during national emergencies or natural disasters.

National emergency

A condition declared by the President or the Congress which authorizes certain emergency actions to be undertaken in the national interest. Actions to be taken may include partial, full, or total mobilization of national resources.

Natural disaster

A disaster situation created by flood, fire, hurricane, tornado, earthquake, or other catastrophe resulting in partial or full devastation that would require relocation or reconstitution.

Reconstitution

Actions taken under the surviving command authority to reform a damaged or destroyed headquarters.

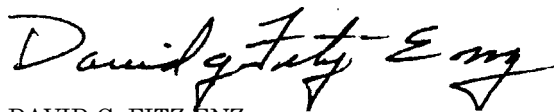
Vital records

Essential documents required to support emergency actions and functions in support of TRADOC's emergency preparedness programs; and to support the continuation of HQ, TRADOC's mission in the event a natural disaster requires the reconstitution of HQ TRADOC.

FOR THE COMMANDER:

OFFICIAL:

JOHN P. HERRLING
Major General, GS
Chief of Staff



DAVID G. FITZ-ENZ
Colonel, GS
Deputy Chief of Staff for
Information Management

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